

Procurement Language

Copiers

The Vendor Must:

- **Provide copiers that meet the ENERGY STAR guidelines for energy efficiency.** Copiers are divided into five categories: low-speed standard-sized copiers, medium-speed standard-sized copiers, high-speed standard-sized copiers, low-speed large format copiers, and medium- and high-speed large format copiers. A large format copier is designed to handle A2 or 17" x 22" paper or larger. Because copier speed, as used in ENERGY STAR specifications, is based on 8.5" x 11" or A4-sized paper, copier speed for a large format copier is determined by converting A2 or A0-sized copies per minute into A4-sized copier speeds. All five categories of ENERGY STAR-compliant copiers must be able to shut off after a specified period of inactivity. For ENERGY STAR guidelines, see the tables below.
- **Ship medium-speed and high-speed standard-sized copiers with a duplexing capability that is set at the default mode.** While the automatic duplex mode is optional on ENERGY STAR-compliant copiers, EPA recommends that users try this feature on their new copiers. By making more double-sided copies, consumers can decrease paper consumption, save money, and help prevent air pollution.
- **Ship copiers with the low-power mode and the off mode enabled.** The vendor shall ship medium speed and high speed copier models with the default time for the low-power mode set at 15 minutes. For the auto-off feature, vendors shall ship copier models set to the levels specified in the tables below.

So that equipment performance can be compared, include the following in upcoming contracts:

- **Provide data on the time it takes for a copier to warm-up from the off mode or low-power mode.** A low-power or auto-off mode with a quick recovery time will reduce the time a user must wait for the copier to begin functioning. In addition to the auto-off and low-power features, a vendor may include a weekly timer (an internal device that turns a copier on and off at predetermined times) on the copier, as long as the timer does not impede the normal operations of the auto-off feature.
- **Provide comparisons of double-sided and single-sided copying speeds.** Some mid- or high-volume copiers have duplexing speeds equal to the single-sided copying speed. However, some are much slower and may affect the productivity of a copier.
- **Provide information on the type of recycled paper recommended for the copier model.** Organizations can help to reduce the flow of solid waste into landfills by using recycled paper in their copiers. The federal government is purchasing paper with a minimum of 30 percent post-consumer content.
- **Provide information on the average time between failure, and the average time between service.** Copiers that jam frequently create unnecessary waste. Asking about the double-sided copying jamming rate will provide additional information on the performance of copiers. Manufacturers may refer consumers to independent lab

reports on the performance and reliability (including duplexing information, if available) of specific copier models.

- **Provide instruction on equipment operation and maintenance including information on ENERGY STAR features.** If office equipment is to perform to the full extent of its capability, users need to be educated to ensure that the equipment is properly operated and maintained. Any education and training provided by the vendor must include information on all energy saving features of each copier, including energy-efficiency modes and their operation, duplexing operations and double-sided default programming. Vendors might also use this opportunity to explain the environmental and economic benefits of these features, as well as suggestions for reducing use, such as using electronic mail to reduce the number of copies generated, and the extent to which any supplies or packaging may be returned to the vendor for recycling or remanufacturing. Ideally, this instruction will be provided by vendor-trained and certified personnel.

For state and local governments making blanket purchases, include the provision that the vendors will:

- **Deliver new and repaired machines configured properly for automatic energy-saving features as per the current US EPA ENERGY STAR specifications.**
- **Provide customer support with respect to power management features such that these features remain properly enabled.**

Lease and maintenance agreements for office equipment shall include the following provisions concerning power management features:

- **Installation and service performed as part of the agreement shall include the proper configuration of power management features according to the terms of the ENERGY STAR Program MOU current for that class of equipment, at the time of the service.** Personnel involved in system integration and service shall treat the malfunction of power management features as functional failures of the equipment, and shall diagnose and repair these problems rather than disabling the power management features.
- **If vendor representatives perform site customization and user training, these services shall be carried out so as to maximize the energy efficiency of the installed product.** Vendor staff shall state the facts that power management features promote long equipment life, save energy and reduce the introduction of heat and fumes into the workplace.
- **If duplex imaging is available as a default, this should be enabled and site training should include information to facilitate default duplexing as a workplace standard.**

**Criteria for ENERGY STAR-Compliant
Copiers - STANDARD SIZED COPIERS**

Copier Speed (copies per minute)	0 < cpm ≤ 20	20 < cpm ≤ 44	44 < cpm
Low-Power Mode (Watts)	None	3.85 x cpm + 5	3.85 x cpm + 5
Low-Power Default Time	NA	15 minutes	15 minutes
Recovery Time 30 seconds	NA	Yes	Recommended
Off Mode (Watts)	≤ 5	≤ 15	≤ 20
Off Mode Default Time	≤ 30 minutes	≤ 60 minutes	≤ 90 minutes
Automatic Duplex Mode	No	Optional	Optional

**Criteria for ENERGY STAR-Compliant
Copiers - LARGE FORMAT COPIERS**

Copier Speed (copies per minute)	0 < cpm ≤ 40	40 < cpm
Low-Power Mode (Watts)	NA	3.85 x cpm + 5
Low-Power Default Time	NA	15 minutes
Recovery Time 30 Seconds	NA	Recommended
Off Mode (Watts)	≤ 10	≤ 20
Off Mode Default Time	≤ 30 minutes	≤ 90 minutes
Automatic Duplex Mode	No	No